

STATE AND CONSUMER SERVICES AGENCY

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

UNIT: Elk Grove – Executive Office

CLASSIFICATION: Executive Assistant

SALARY: \$3180 - \$3865

FINAL FILING DATE: Until Filled

DUTIES: Under general direction, the incumbent serves as assistant to the Director and Chief Deputy Director. The position requires a thorough knowledge of varied and complex administrative policies, procedures, and departmental operations. The incumbent holds a designated "confidential" position. Allocation of duties is as follows: In the absence of the Director, must be able to handle a situation either by referring matters to the appropriate staff or contacting the Director for recommended action, when necessary. Prior to signature or approval by the Director or Chief Deputy Director, reviews memoranda, legal opinions, reports, studies, press releases, bill reports, and other written communications from the respective divisions for consistency with the Department's administrative policy, format, completeness, grammatical construction, style, and accuracy. Assures that the Director and Chief Deputy Director submit all required reports to Agency on a timely basis, and that the content of such reports are responsive to the Agency request. Monitors staff assignments within the respective divisions of the Department and consults with assigned staff, as necessary, to assure that deadlines are met and that the work product is of high quality and consistent with the instructions given. Maintains a flow and control file to assure items are submitted on a timely basis, establishes due dates for correspondence or reports, and keeps the Director and Chief Deputy Director informed of any problem areas. Schedules Director's and Chief Deputy Director's speaking engagements, meetings, travel arrangements, etc. Maintains Director's and Chief Deputy Director's calendars. Prepares and gather material necessary for briefing the Director, Chief Deputy Director, and other participants.

DESIRABLE QUALIFICATIONS: Excellent writing and analytical skills. Ability to work independently and to speak and write clearly, concisely and accurately. Skill in dealing effectively with others. Willingness and ability to accept responsibility and meet deadlines. Ability to manage multiple projects with different time frames. Some travel is required to conduct official State business. Selected candidate will be required to certify they have a valid California driver's license and liability insurance.

WHO SHOULD APPLY: Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). Applicants will be screened and those best qualified will be interviewed.

SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Personnel Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

(916) 478-7229
TTY (800) 700-2320

ISSUE DATE: 06/18/07
RPA #: 003